

## ROLE PROFILE

Role:	<b>Levy Researcher &amp; Analyst</b>
Reports To:	Head of Levy
Location	Office based (Blue Court, Kings Langley)

### This role profile consists of two sections:

- The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
- The **Person Specification** sets out the qualifications, experience and behaviour expectations.

## Job Specification

### Role Purpose:

This is a new position to support and enable the ECITB's Levy Managers to provide the level of assurance that:

- Existing "in-scope" employers are declaring accurate wages and labour payment declarations thereby ensuring the ECITB assesses the correct levy; and
- The ECITB has identified and investigated all the establishments that are potentially liable, and determined which are liable.

### Business Outcomes:

To be successful in this role the Levy Researcher & Analyst must:

- Undertake statistical analysis of submitted declarations and other information;
- Undertake structured market/industry research to identify relevant employers.
- Provide reliable comprehensible information, quantitative analysis and measurements which inform and can be used by the levy managers, regional teams and the Executive to provide the required assurance to the board and other stakeholders.

### Key Responsibilities:

1. To support the Levy Managers in improving the level of assurance that the existing "in-scope" employers are declaring accurate wages and labour payment declarations thereby ensuring the correct levy is assessed, the Levy Researcher and Analyst will:
  - Undertake exhaustive statistical analysis of levy declarations, including the analysis of submitted data to identify the cases which warrant further investigation.
  - Engage in the interrogation and formatting of data to produce statistical information regarding the existing registered establishments and their manpower / payroll declarations.
  - Assist the Levy Team to analyse the year on year returns and help to identify any anomalies or unexplained declaration changes.



- Provide information for ECITB's regional teams to enable further information gathering from direct engagement with employers
  - Enable a view to be formed on whether there have been
    - Over or under declarations; and/or
    - significant changes in business activity which explain anomalies
  - As part of the annual assessment of employers' declarations, undertake prior structured market/industry research for the relevant regions and sectors during the base period concerned. This should enable some reliable presumptions to be formed about the state of the industry against which employers' declarations can be evaluated
2. To support the Levy Managers in improving the level of assurance that the ECITB has identified and investigated all the establishments that are potentially leviable, and determined which are leviable the Levy Researcher and Analyst will:
- Be primarily responsible for researching selected industry sectors with a view to the identification of employers that conduct principal and related engineering construction activities, and may operate leviable establishments.
  - Collect and analyse data relating to specified sectors of the engineering construction industry and/or regions throughout Great Britain in order to identify relevant employers, collate data of their current activities, identify (where possible) the extent nature of their work/projects, size and nature of their manpower, scale of labour payments, establishment details etc.
  - Consider and interrogate various sources of information to obtain the requisite data, including:
    - Board/ Council member knowledge,
    - ONS figures,
    - Historical ECITB data and research (e.g. CEBR report),
    - SIC & SOC codes to assist in the identification of operators in the "Engineering Construction" sectors noted above
    - Companies House records, including published accounts for details such as employees, turnover etc.,
    - Other industry/business datasets and market/sector analyses
    - Liaison with the Heads of Skills Strategies and other teams within the ECITB,
    - Trade associations,
    - Central and local governmental bodies;
    - Other industry stakeholders.
  - Engage with and manage commercial relationships with providers of market research services and other contractors instructed to assist in the fulfilment of the role's purpose and business outcomes.
3. The role also encompasses:
- The provision of analysis, research and information required during the course of complex levy investigations, and levy appeal litigation and negotiations.
  - The provision of analysis and advice to the ECITB's Policy and Corporate Affairs Team to assist its dealings with government insofar as it relates to the industrial training levy and the production of labour market intelligence (as required by the Policy and Research Manager).
  - Assisting the Levy Managers with drafting levy operating strategy and plans.
  - Building effective relationships with regional teams and the Executive and external parties which provide information required to fulfil the role's purpose and business outcomes.



- Devising and maintaining systems necessary to identify, monitor, capture, archive, analyse, disseminate, and present data, information and analysis pertinent to the role.
- Centralising and managing all activities related to levy research and information services to support the ECITB's evidence based positioning.
- Providing regular reports and insight relating to research and analysis activities to inform and guide business decisions.
- Providing regular and tailored reporting for the Levy Managers and the Executive Team.

### **Role Parameters:**

This role will be based at the ECITB's Head Office in Kings Langley, Hertfordshire. The role will require occasional travel in the UK to engage with colleagues, contractors and external bodies.

This role has no line management responsibility.

This role is required to be full-time

## **Person Specification**

### **Experience & Qualifications**

1. Degree level qualification demonstrating statistical analytical ability.
2. Statistical analysis experience, and ideally experience of working in a relevant role.
3. Excellent research, analytical, data analysis and problem solving skills.
4. Proven ability in knowledge/use of PC systems, strong Excel / MS Access / Database / SPSS experience
5. Investigation skills and ability to work autonomously
6. Basic knowledge and understanding of sectors to be investigated (desirable)
7. Experience of large amounts of data handling and analysis
8. Ability to present findings coherently and to provide graphical representations of headline findings

### **Role-specific competencies**

1. Research and Intelligence gathering

Understands research methods (quantitative and qualitative) and can translate primary and secondary research into meaningful intelligence for the ECITB. Experience of undertaking economic research, including applied econometrics and data analysis. Able to work with external research partners.

### **Core Competences**

*These competences apply to everyone working for the ECITB. They represent the behaviours that promote individual and corporate success and high achievement. They should be read in the context of each individual job and take account of the job's scope and level of responsibility and complexity.*

- 1. Business Acumen**

Understands general business and financial concepts. Understands the ECITB and the ECI business, and uses both general and specific knowledge to make appropriate judgements in decision making and dealing with employers and other stakeholders.
- 2. Delivering quality results**

Maintains a high level of commitment to personally getting things done. Delivers results and takes personal responsibility for achieving outcomes. Works effectively with little direction, and is dependable and responsible. Strives for high quality and effective outcomes. Finishes what is started and demonstrates persistence.
- 3. Customer Focus**

Understands that customers are internal and external. Understands customer business needs and provides appropriate solutions. Anticipates, listens to and values customers' needs, suggestions and feedback. Ensures own work output is aligned with customer (internal or external) and stakeholder needs and anticipates future requirements.
- 4. Planning & Organising**

Demonstrates effective organising and planning skills according to organisational and role needs by defining objectives and anticipating needs and priorities. Sets and achieves realistic goals and effectively anticipates deadlines and delivers required results. Where required, liaises with colleagues to use available resources effectively to simultaneously handle several projects. Demonstrates good time management and prioritising skills to handle multiple tasks and deadlines, and develops contingency plans in anticipation of possible obstacles. Constructs realistic time frames for completion and monitors progress. Is able to effectively manage own time and where required, the time of others.
- 5. Teamwork and Collaboration**

Works effectively and collaborates with others toward a common goal. Able to build and maintain cooperative work relationships with others, and values others' input. Completes own tasks for group projects in a timely and responsible manner and directly contributes to reaching the group goal. Assists others to support the group goals.
- 6. Problem Solving**

Demonstrates sound ability to analyse and solve problems within scope of role, through careful rational evaluation of information, and consideration of possible alternatives and consequences. Capable of generating or contributing to effective solutions to problems. Avoids making snap decisions with little or no sound rationale. Able to apply analytical and creative skills depending on the nature of the problem, and persistence to work at the problem until it is resolved.
- 7. Leadership, taking responsibility**

This is both leading others and self-leadership. Regardless of the personal level of seniority, is an active member of the team, taking responsibility, communicating and respecting others' opinions, recognizing opportunities to help out, and offering to take initiative to get things done. Setting a good standard for others to follow. Understanding the organisation's culture and people so that taking initiative is effective i.e. without stepping on toes. . Where leading others, setting clear vision and purpose, establishing realistic and measurable results expectations, building rapport and sense of team, holding self and others accountable, motivating others, and removing barriers.
- 8. Communication Skills**

Communicates effectively, both verbally and in writing, to a wide range of different audiences in formal and informal settings so that the audience understands the message and a degree of influencing is achieved (as appropriate to the requirements of the role). Messages are clear and unambiguous, use of English is accurate, a professional business tone is adopted.

**9. Professional behaviour**

Conducts self in a responsible manner and treats others with respect. Responds to work-related problems, pressures, and obstacles in a rational and positive manner. Upholds ECITB's values, shows respect for diversity, and demonstrates a high level of integrity so that the ECITB 'brand' and reputation is enhanced. Demonstrates tenacity and resilience, supports colleagues, and is work-focused and reliable in working hours.

**10. Delivering continuous improvement / adapting to change**

Seeks opportunities to improve current processes, procedures, systems and methods to promote reliability, quality, and efficient output. Dedicated to the improvement of current work processes. Having a disciplined and detail orientation to own work and constantly looking for ways to improve or willing to alter current practice. Encourages others to apply similar discipline to achieve continuous improvement. Looks for new and innovative ways to deal with changing demands and achieve objectives.